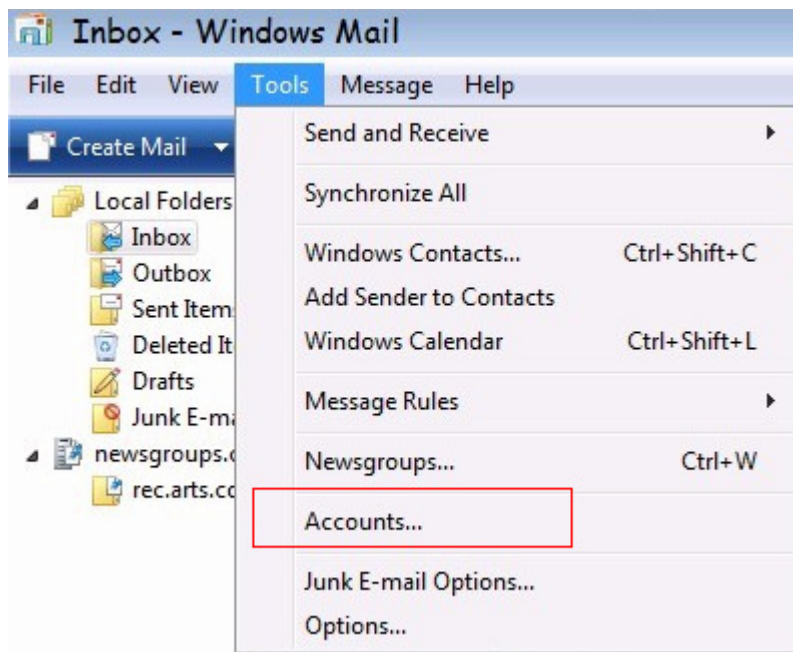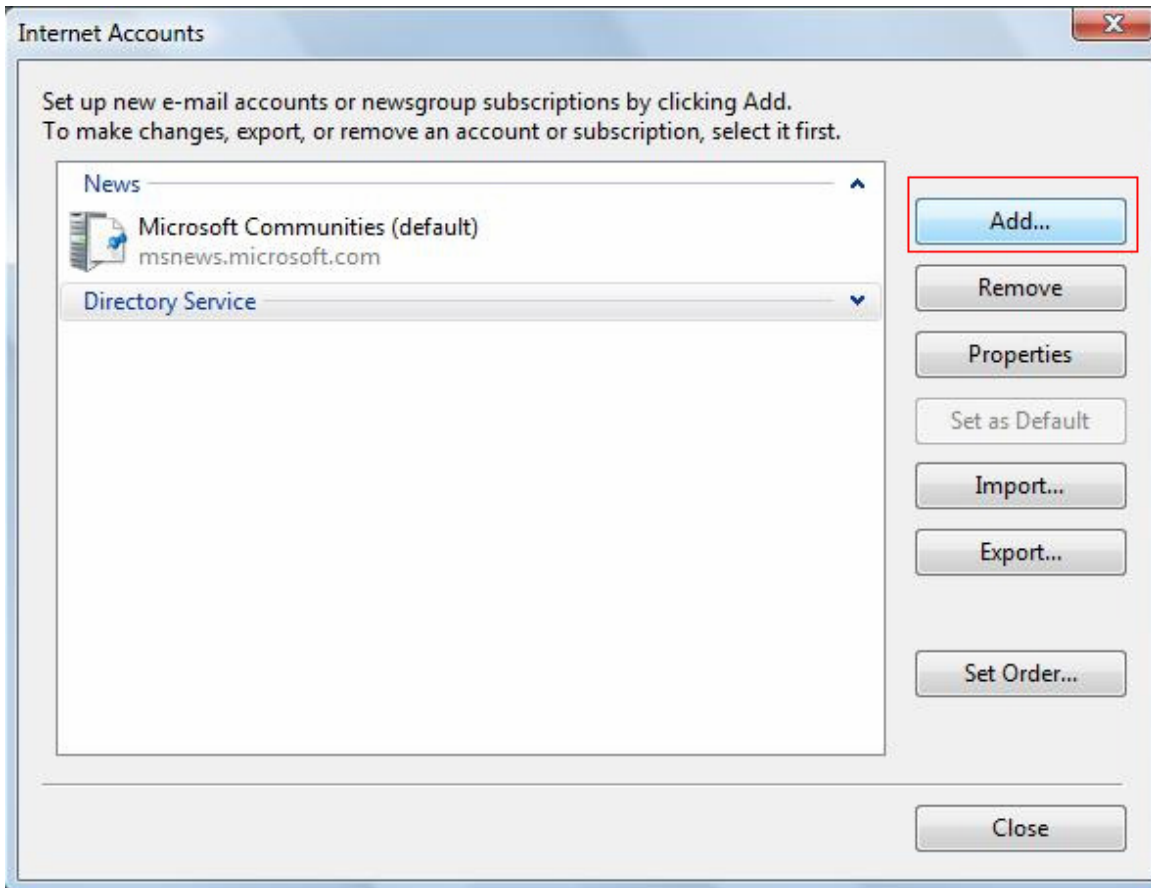**Email setup: Netbay for Windows Mail**
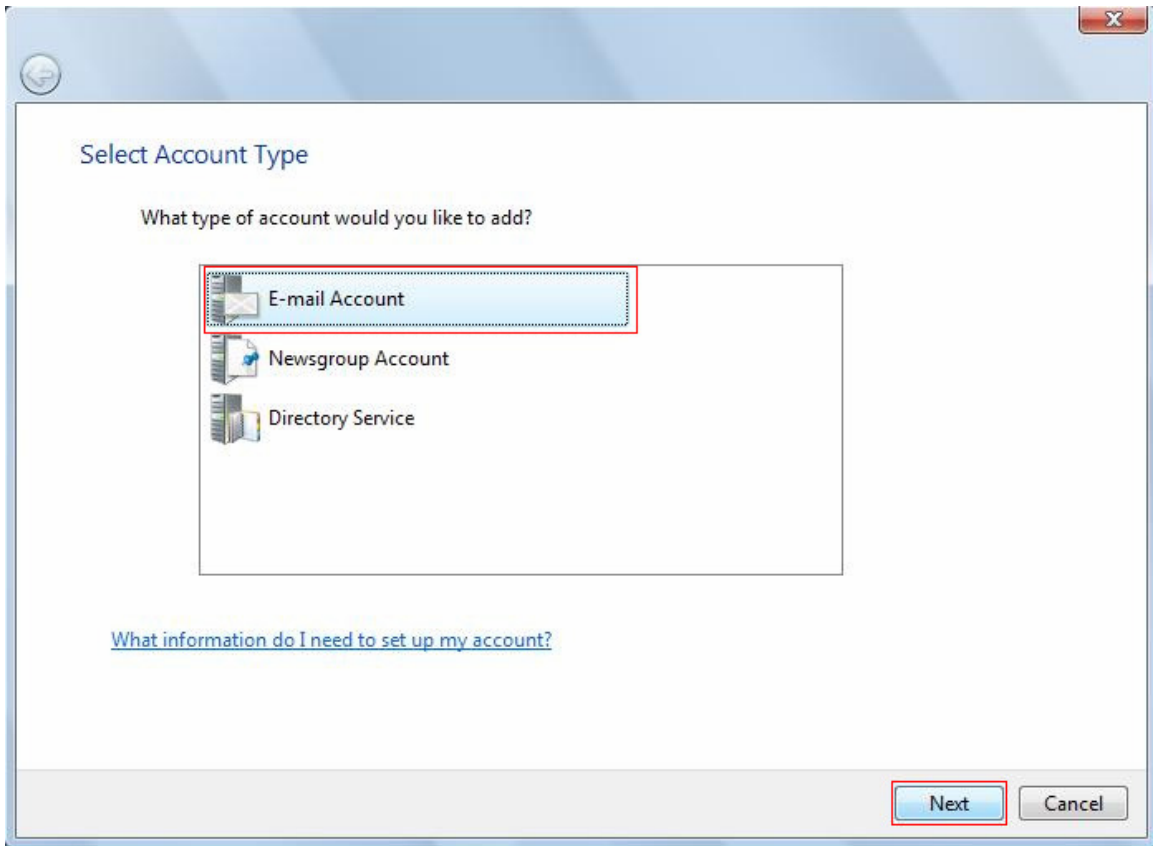
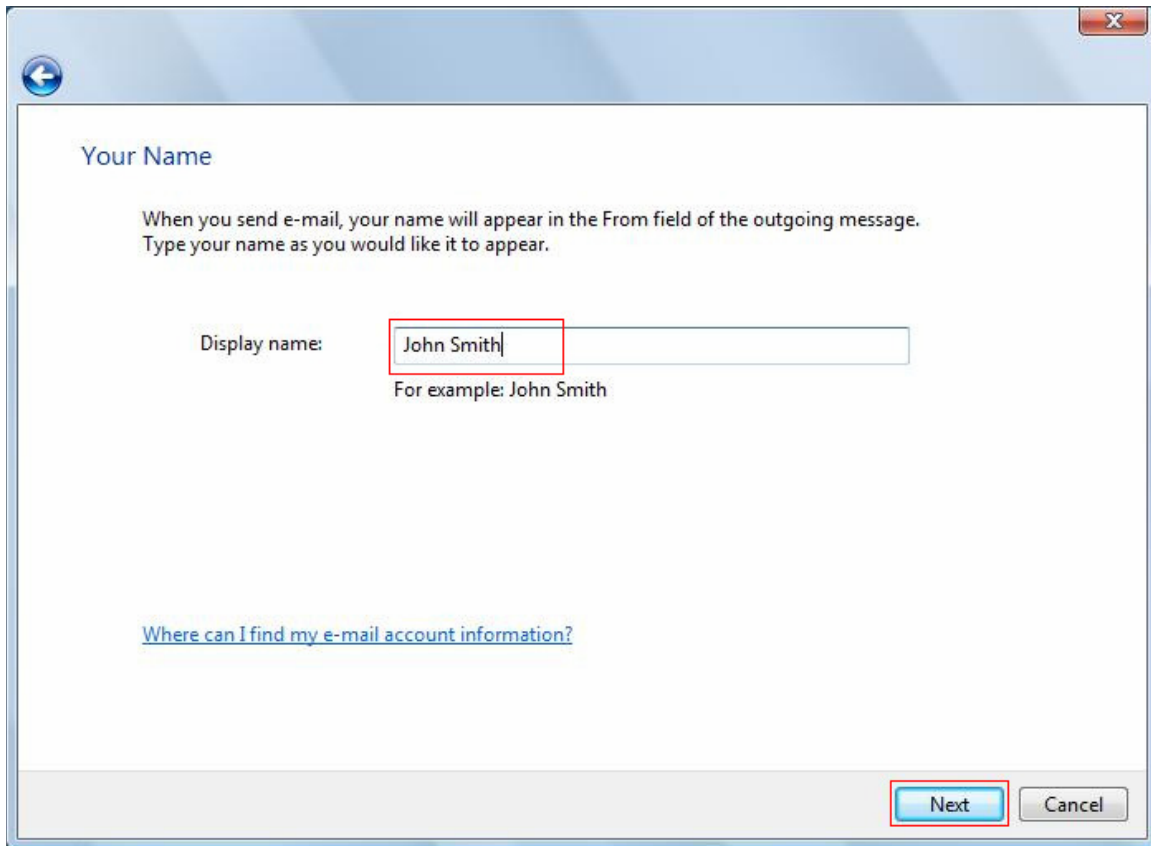1. Open up Windows Mail, click on **Tools** – **Accounts**

2. Click on **Add**

3. Select **E-mail Account** and Click **Next**

4. Enter your full name in the **Display name** text box and click **Next**.

5. Enter your full email address and click **Next**.

6. Enter settings as per the screen below, and note that:
   a. Incoming server type: POP3
   b. Incoming mail server: pop.netbay.com.au
   c. Outgoing mail server: smtp.netbay.com.au

   Click **Next** when done.

7. Enter settings as per the screen below, and note that:
        a. E-mail username: your full email address e.g. john@gmail.com
        b. Password: your email password

     Click **Next** when done.

8. Uncheck "Do not download my e-mail at this time and click **Finish**
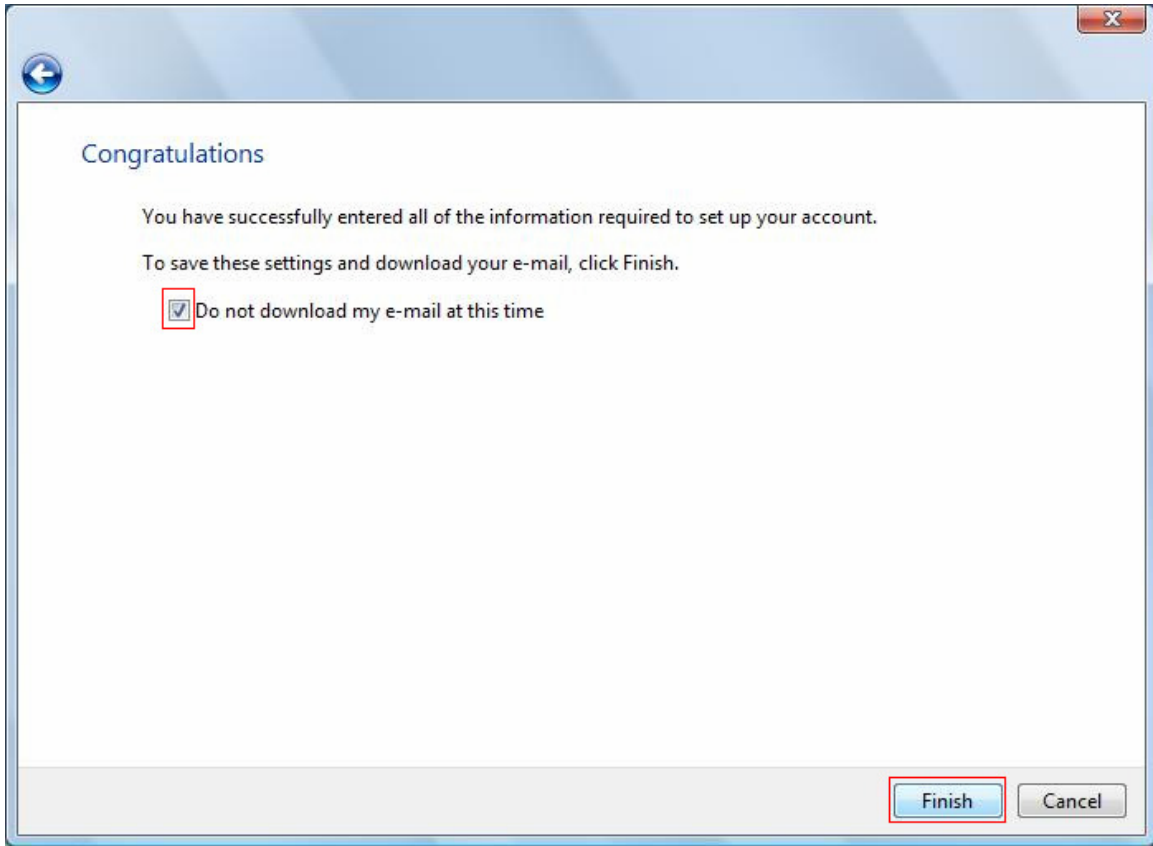
16. You have successfully set up Netbay email on Windows Mail!